

“Serving Our Commonwealth”



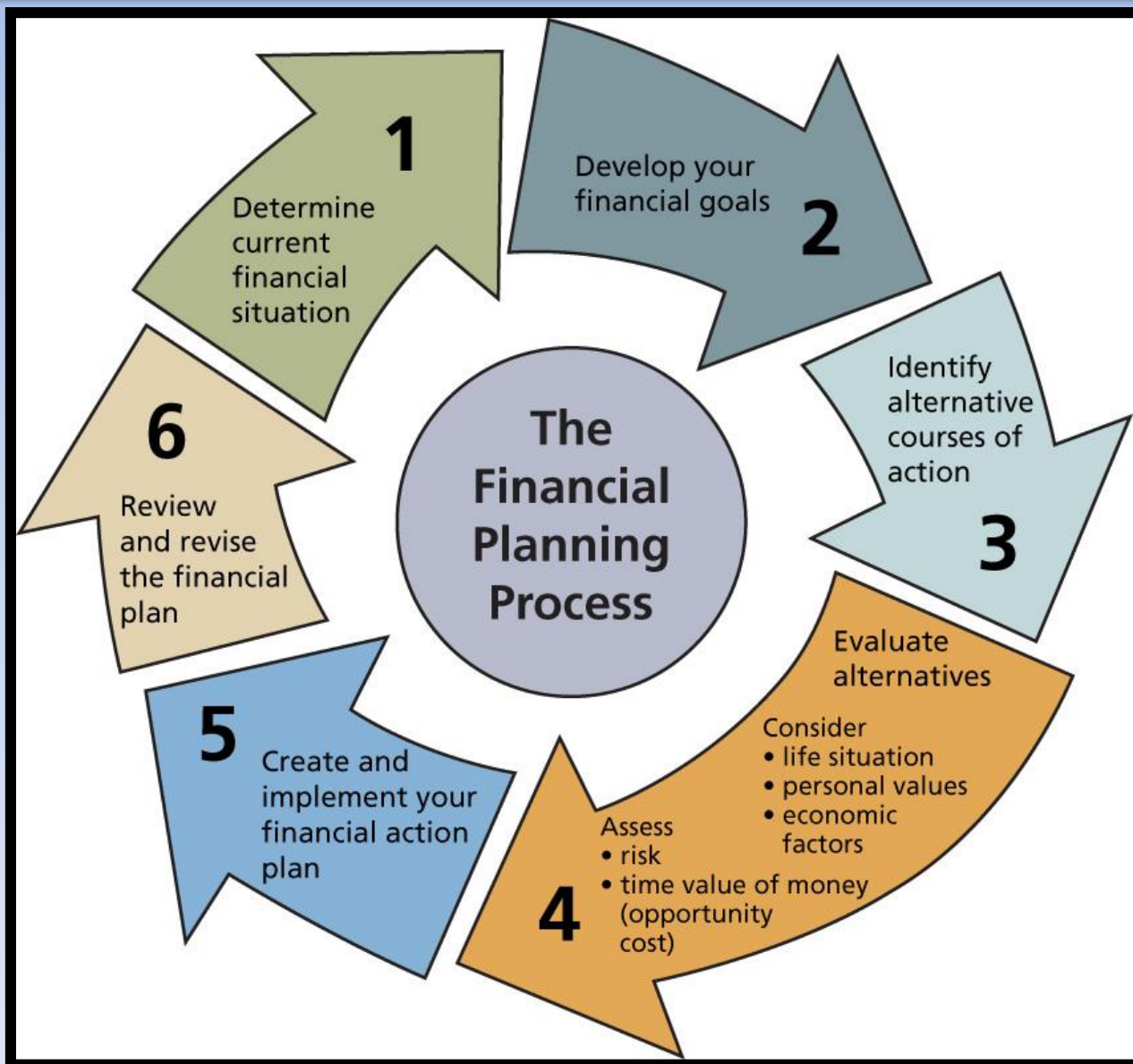
LEPC Grant Applications

Module 2

KYEM



“Serving Our Commonwealth”



Unit 1: Course Overview



"Serving Our Commonwealth"

Course Purpose

This course is designed to provide active LEPC members with an understanding of the state requirements for LEPC grant funding.

Includes a review of all documentation and forms.

The roots of education are bitter, but the fruit is sweet.

- Aristotle



"Serving Our Commonwealth"

Target Audience

Current members of an LEPC, specifically:



- the Chair,
- the Vice-Chair,
- the Treasurer, and
- other members whose role is vital in completion of required documentation



"Serving Our Commonwealth"

Course Design

Unit 1: Course Overview

Unit 2: LEPC Documentation Provisions

Unit 3: 106 KAR 1:091

Unit 4: Grant Process & Documentation Submission

Unit 5: Additional Funding

Final Exam





"Serving Our Commonwealth"

Course Logistics

**Please sign in
and
provide an email
address.**

Housekeeping
Issues:

- Breaks
- Cell Phones on Vibrate
- Location of Restrooms
- Location of Exits
- Other Concerns





"Serving Our Commonwealth"

Class Expectations



Participate

Ask
Questions

Respect
Other's
Opinions

Return on
Time From
Breaks



"Serving Our Commonwealth"

Introductions

INSTRUCTOR	STUDENT
Name	Name
Title	LEPC Name (County)
Organization	Personal or professional interest in LEPC.
Professional Experience	Importance of LEPC

You can't base your life on other people's expectations. - Stevie Wonder



"Serving Our Commonwealth"

Acronyms

As you can see, part of learning about LEPCs is becoming familiar with a number of acronyms, some of the more common acronyms are:

EPCRA	Emergency Planning and Community Right to Know Act
LEPC	Local Emergency Planning Committee
LOL	List of Lists
SARA	Superfund Amendment and Reauthorization Act



"Serving Our Commonwealth"



Unit 2: Documentation Provisions of EPCRA, KRS, & KAR



"Serving Our Commonwealth"

EPCRA Section 301: Bylaws

Section 301 requires LEPCs shall appoint a chairperson and establish rules (bylaws) by which the committee functions, including provisions for :

- public notification of committee activities,
- public meetings to discuss the emergency plan,
- public comments,
- response to such comments by the committee, and
- distribution of the emergency plan.

The LEPC must establish procedures for receiving and processing requests for information

LEPCs must designation an official to serve as coordinator for information



"Serving Our Commonwealth"

EPCRA Section 324: Public Notice

Section 324 requires annual public notice by LEPC be published in local newspaper:

- 1) They have received MSDS, Tier2, Emergency Release Notifications, and /or Tab Q-7;
- 2) All items are available for public review; and
- 3) Location where public can view.





"Serving Our Commonwealth"

KRS 39E.100: LEPCs

Local emergency planning committees are created as part of the state commission.

Local committee members shall be appointed by the commission, and shall be considered as agents of the state for all purposes, including purposes of liability protection.



"Serving Our Commonwealth"

39E.110 - LEPCs Duties

Appoint a LEPC chairman, from among its members, for a term of two (2) years. Chairmen may be reappointed;

Members of local committees shall serve for terms as specified by the commission, currently required annually (1 year term) may be reappointed.

Committees shall advise the KERC of any additions or deletions from the membership.



"Serving Our Commonwealth"

KRS 39E.110 cont.



Committee meetings shall be subject to provisions of:

- ☐ KRS 61.805 to 61.850 relating to public meetings
- ☐ KRS 61.870 to 61.884 relating to open records.



"Serving Our Commonwealth"

KRS 39E.140 - Administrative Support

In local governments where local emergency management agencies receive state or federal funds, those agencies shall provide administrative and planning support to the committee as specified by the director of the division.





"Serving Our Commonwealth"

KAR 1.081 FACL

Each March 1 any facility that has an EHS in excess of the TPQ shall review the EHS Facility Emergency Response Plan and send a Facility Annual Certification Letter (FACL) to the LEPC stating that:

- There were no changes and therefore the plan is correct as is; or
- The plan has been revised and the revisions are included with the FACL.



"Serving Our Commonwealth"

KAR 1.121 Tier2 Funding Split

Eligible Counties split 50% of the total Tier2 revenue and each eligible county receives:

A 20% share
(Eligible County Portion)

= flat rate split

A 40% share
(Tier2 Portion)

= $\frac{\# \text{ Tier2s in county}}{\text{Total Tier2s in KY}}$

A 40% share equal
(EHS Plan Portion)

= $\frac{\# \text{ EHS Plans in county}}{\text{Total EHS Plans in KY}}$



"Serving Our Commonwealth"

Unit 2: Fundamentals Review

- ☐ What liability protection is afforded LEPC members?
- ☐ What are the LEPC Chairman requirements?
- ☐ Which KRS & KAR govern the main day-to-day LEPC activities?
- ☐ Which KRS governs Open Meeting and Open Record requirements?
- ☐ Which KAR governs the way in which facility paid Tier2 Fees are split among KY LEPCs?



"Serving Our Commonwealth"

Unit 2: Review Answers

- ☐ Yes, but only if members are appointed by the KERC and are listed on current membership list
- ☐ 2 Years
- ☐ KRS 39E.110 & 106 KAR 1.091
- ☐ KRS 61
- ☐ 106 KAR 1.121



"Serving Our Commonwealth"

Unit 3: 106 KAR 1.091





"Serving Our Commonwealth"



LEPC Checklist: KyERC Grant Eligibility & Paperwork Requirements



COUNTY: _____

KYEM Region: _____

Calendar Year: _____ (This is the year the meetings and everything actually took place.)

Grant Money to be awarded in: _____ (current year)

1. Approved EHS Facility Plan: Local Emergency Planning Committees (LEPC) must have an approved EHS Facility Emergency Response Plan for each facility in the planning district that has an extremely hazardous substance (EHS) in excess of the threshold planning quantity (TPQ). LEPCs must submit new plans to the Kentucky Emergency Management (KYEM) Area Manager (AM) within sixty (60) days of notification that the facility has an EHS in excess of the TPQ.

Number of EHS facilities in the planning district according to the current year Tier2 Reports: _____

2. Meeting Minutes – KERC Form 503-MM: LEPCs must meet at least twice; LEPCs which do NOT have any EHSs in their jurisdiction are required to meet only once, during each calendar year (January 1 through December 31). A quorum is required. LEPCs must provide the Chairman of the KERC, or designee, a copy of ALL meeting minutes within thirty (30) days of the date of the meeting. If the minutes are later changed before approval, a copy of the revised minutes shall be submitted to within thirty (30) days of the approval.

Date of meeting #1: _____

Date posted to SharePoint: _____

Date of meeting #2: _____

Date posted to SharePoint: _____

3. Public (Legal) Notice Advertisement – KERC Form 107-PLN: No later than January 31st, in accordance with KRS Chapter 424 (Legal Notice), the LEPC shall publish public information on committee activities entitled "Public (Legal) Notice Advertisement" on KERC Form 107-PLN. No later than February 28th LEPCs must provide the Chairman of the KERC, or designee, with a photocopy of the legal notice published as described clearly showing the name of the newspaper and the date of publication.

Date of newspaper advertisement: _____

4. Annual Certification Letter (ACL) – KERC Form 106-ACL: No later than April 1st each year, the LEPC shall review all EHS Facility Emergency Response plans and submit an Annual Certification Letter (ACL) to the KYEM AM stating that there were no changes and therefore the plan is correct as is; or the plan has been revised and the revisions are included with the ACL. ACL must be dated between March 1st and April 1st of the current year.

Number of EHS Facility Emergency Response Plans listed on the current ACL: _____

5. Grant Application KERC Form 101-GA: No later than April 1st LEPCs shall submit the grant application, KERC form 101-GA, to their KYEM AM. All required documentation shall accompany the form. Incomplete grant applications may delay processing and may result in invalidating the request.

Requirements for Funding Accountability: Funds provided by the KERC must be deposited in a separate "(Name of County) Emergency Planning Committee Fee Account" and are subject to audit by the KERC.

6. Grant Ledger – KERC Form 105-GL: No later than April 1st the LEPC shall provide the Chairman of the KERC, or designee, documentation of expenditures, including but not limited to, bank statements, canceled checks, invoices, receipts, and a LEPC Grant Ledger (KERC Form 105-GL) for the preceding year. All documentation must balance to be eligible for a grant.

Optional Form

This is an optional form created to help LEPCs track the grant request application progress



LEPC Checklist: KyERC Grant Eligibility & Paperwork Requirements



7. Detailed Budget KERC Form 102-DB: No later than June 1st all applicant agencies shall submit a detailed budget, KERC Form 102-DB, to the Chairman of the KERC, or designee, identifying how the funds requested on the Grant Application, KERC Form 101-GA, are to be spent.

8. Updated LEPC Membership List w/ KERC Cover Page – KERC Form 104-MCP: No later than December 1 each year, the LEPC shall submit an updated membership list and cover page (KERC Form 104-MCP) to the Chairman of the KERC, or designee. Membership Lists should be confirmed, and thus dated, as of the most previous LEPC meeting to the December 1st due date.

9. Bylaws – KERC Form 502-BL: No later than December 1 each year, the bylaws of each LEPC must be provided to the Chairman of the KERC, or designee, with certification stating that there were no changes and therefore the bylaws are identical to last year; or the bylaws have been revised and the revisions are included. The bylaws shall identify the position or person who will be responsible for accountability for the funds and who will be listed as the authorized applicant as shown on the grant application (KERC Form 101-GA).

Authorized Applicant: _____

10. Personal Property Inventory - KERC Form 103-PPI: No later than December 1st LEPCs shall submit to the Chairman of the KERC, or designee, a Personal Property Inventory (KERC Form 103-PPI) identifying all property items valued in excess of \$500.00 purchased using KERC Grant funds.

11. Authorization for Electronic Deposit of Vendor Payment: Funds provided by the KERC will be deposited electronically into the LEPC Account (EFT). This form must contain current bank information. If the KYEM LEPC Program Coordinator has a copy and there have been no changes in the previous calendar year, no further action is required. If any changes have been made in the previous calendar year, a new form must be submitted to the KYEM LEPC Program Coordinator.

12. Contract: The KYEM LEPC Program Coordinator will send a copy of the contract to the KYEM AMs who will forward to each of their eligible LEPCs. Once LEPCs receive the contract, certain pages (typically 1, 2, and 9) will need to be signed and returned to the KYEM AM. The AM will deliver or mail the originals to Frankfort.

LEPC must sign using **BLUE INK ONLY** and provide the **original** to the KYEM AM

- Page 1- in the box in the middle of the form, where it says "contractor" and to the right of multiple provider, put the county LEPC name and address.
- Page 2- fill out the part under 2nd party.
- Page 9- under (d), contractor must check appropriate box and initial where it says "the contractor has not violated"

The LEPC Program Coordinator will notify the KYEM AM when funds have been sent by EFT to the LEPC. Please notify your KYEM AM and the LEPC Program Coordinator when the grant has been deposited into the LEPC account.

Optional Form Page 2



"Serving Our Commonwealth"

106 KAR 1:091. KERC fee account grant requirements for LEPCs

To be eligible for financial assistance, LEPCs must meet all requirements in KRS 39E.110



"Serving Our Commonwealth"

1.091 LEPC Planning Requirements

The LEPC must have an EHS Facility Emergency Response Plan as set out in the "KEREC Emergency Response Planning Guide for EHS Facilities" for each facility that has an EHS in excess of TPQ that has been approved by the KEREC.

The LEPC must submit a completed EHS Facility Emergency Response Plan Checklist with all EHS Facility Emergency Response plans submitted for KEREC approval.

The LEPC must submit new EHS Facility Emergency Response Plans to the KYEM AM within **sixty (60) days** of notification that the facility has an EHS.



“Serving Our Commonwealth”

EHS Facility Plan Template Page 1

EHS Facility Plan # -_xxx_ (COVERED FACILITY NAME)

FACILITY NAME	FACILITY EMERGENCY COORDINATOR (FEC)	COMMUNICATIONS			
(Facility Name)	Name:	Office#			
(Street Address)	Title:	FAX #			
		Home #			
(City, State & Zip)		R.Freq.			
		Cell #			
(Latitude / Longitude)		Pager #			
	ALTERNATE FACILITY COORDINATOR (FEC)				
	Name:	Office #			
	Title:	FAX #			
		Home #			
		R.Freq.			
		Cell #			
		Pager #			
HAZARDOUS CHEMICAL(S)					
NAME	UN ID # CAS #	FORM	PACKAGED CONTAINER	MAXIMUM QUANTITY	HEALTH HAZARD

* HEALTH HAZARD:

SKETCH OF FACILITY AND STORAGE AREAS:

FACILITY RESPONSE POINT (RP) AND DIRECTIONS:

STAGING AREA:

TRANSPORTATION ROUTES AND MODES OF TRANSPORTATION:

SPECIAL FACILITIES:

PROTECTIVE ACTIONS:

EMERGENCY EQUIPMENT ON-HAND/TRAINING/EXERCISING:

SPILL CONTAINMENT/CLEAN-UP DISPOSAL:



"Serving Our Commonwealth"

EHS Facility Plan Template Page 2

EMERGENCY NOTIFICATION LIST			
Local 24-hr. Warning Number (LEPC)			- -
State 24-hour warning point for HAZMAT Spill Notification			1-800-255-2587
Local Emergency Planning Committee Chair	- -	or	- -
Kentucky Emergency Response Commission (KERC)			502-607-1682
Community HAZMAT Coordinator (Day)	- -	or	- -
(Night)	- -	or	- -
Alternate HAZMAT Coordinator (Day)	- -	or	- -
(Night)	- -	or	- -
	Local Fire Dept.		- -
	Local Police Dept.		- -
Local EM Director (Day)	- -	or	- -
(Night)	- -	or	- -
	Rescue	or	- -
	Ambulance	or	- -
KYEM Area Manager (AM)		(O)	- -
		(H)	- -
Kentucky Department for Environmental Protection (KY-DEP)			502-564-2380
24 Hour Hotline			1-800-928-2380
National Response Center (NRC)			1-800-424-8802
U. S. Environmental Protection Agency (EPA) Hotline			1-800-424-9346
10:00 a.m. – 3:00 p.m. EST, Mon. – Thurs.			
State Fire Marshal			502-573-0382
CHEMTREC			1-800-424-9300
Kentucky State Police			502-782-1800

Note: There are two tables in this document. To make document visually more aesthetic you may hide individual cell lines: hover mouse over small directional arrows at the top left-hand corner of each table, right click, select "borders and shading, select all, and click OK.



"Serving Our Commonwealth"

EHS Facility Plan Checklist Page 1

LEPC - EHS Facility Emergency Response Plan CHECKLIST

FACILITY	Plan #	LEPC		AM		KERC	
		Y	N	Y	N	Y	N
ADMINISTRATIVE INFORMATION							
Section 1: General							
1. Are the page numbers in the footer?							
Section 2: Sketch / Facility Map							
1. Is a sketch of the facility and storage areas included?							
2. Is sketch of the facility and storage areas legible?							
3. Does sketch show directional arrow?							
4. Does sketch show location of all EHSs?							
5. Does sketch show facility access road?							
Section 3: Response Point / Staging Area and Alternatives							
1. Is the facility response point (RP) identified, including directions to area?							
2. Is the staging area identified, including directions to area?							
Section 4: Transportation Modes and Routes							
1. Are primary modes and routes of transportation (from the county line to the facility) identified?							
2. Are EHS Supplier's company name, POC info, & phone# identified?							
Section 5: Quadrant Map							
1. Is a Quadrant Map identifying a Vulnerable Zone (VZ) provided?							
2. Is the location of the facility and, if space permits, all special facilities identified on the Quadrant Map?							
3. Is the scale of the Quadrant Map identified?							
4. Is the VZ based on the Worst Credible Release?							
5. Is the radius of the Vulnerable Zone identified on the Quadrant Map?							
6. Is the procedure used to select the radius of the VZ identified?							
7. Is the type and quantity of chemical used to determine the VZ identified?							
8. Is the Quadrant Map divided into four quadrants labeled as A,B,C,D with A in the northeast quadrant with the letters increasing clockwise?							
9. Is the total population for each quadrant listed on the Quadrant Map?							
10. Are the types and quantities of EHS chemicals stored on site the same as last year?							
11. Is the radius of the vulnerable zone the same as last year?							
A. If the radius has changed...							
i. Has a new radius drawing been provided?							
ii. Are changes to affected Special Facilities and associated populations shown on the drawing and/or provided in the Plan?							
3. Are the staging and response points, including alternates, the same as last year?							
A. If a staging and/or response point has changed...							
i. Has a new radius drawing been provided?							
ii. Are changes to affected Special Facilities and associated populations shown on the drawing and/or provided in the Plan?							



"Serving Our Commonwealth"

LEPC - EHS Facility Emergency Response Plan CHECKLIST

FACILITY	Plan #	LEPC		AM		KERC	
		Y	N	Y	N	Y	N
Section 6: Protective Actions							
1. At a minimum, are the protective actions Shelter-In-Place (SIP) and Evacuation of off-site populations discussed?							
2. Are procedures for alerting/warning the public provided?							
3. Are officials who may authorize Exit SIP and reentry of an evacuated area identified?							
Section 7: Emergency Equipment: On Hand / Training / Exercising							
1. Does the plan describe the emergency response equipment available at the facility?							
2. Does the plan describe the emergency response equipment available in the community?							
3. Does the plan describe training level(s) of facility response personnel?							
4. Does the plan describe training level(s) of community response personnel?							
5. Does the plan discuss the facility's exercise program?							
6. Does the plan discuss the community's exercise program?							
7. Does the plan contain a statement of the capability of the area medical facilities to decontaminate and provide care to victims?							
Section 8: Spill Containment/Clean-Up/Disposal							
1. Are procedures provided for containment of released substance?							
2. Are procedures provided for clean-up of released substance?							
3. Does the facility provide released substance disposal procedures?							
4. Does the plan, if required, contain provisions for recycling or the development of an EEC approved disposal plan?							
Section 9: Emergency Notification							
1. Does the plan include procedures to notify ALL organizations identified on the Emergency Notification List Template?							
2. Does the plan include procedures to notify ALL Special Facilities identified within the Vulnerable Zone?							
3. Does the plan include a Special Facility Contact List with facility name, POC info, and phone # for each Special Facility?							
Section 10: GENERAL COMMENTS:							
Section 11: REVIEWED AND APPROVED BY							
Name of County LEPC:		DATE:					
Signature of LEPC Chair:		DATE:					
Signature of KYEM Area Manager:		DATE:					
Signature of KERC Committee Chair:		DATE:					

EHS Facility Plan Checklist Page 2



"Serving Our Commonwealth"

1.091 Meeting Requirements

The LEPC must meet at least twice during each calendar year to conduct its business and a quorum shall be required.

A copy of the minutes must be provided to the Chairman of the KEREC, or designee, within **thirty (30) days** of the date of the meeting (this is echoed in KRS 39E.110).

***** LEPCs which do not have any EHSs are only required to meet at least once during each calendar year. *****



KRS 61.835 Minutes to be recorded – Open to Public



“Serving Our Commonwealth”



Local Emergency Planning Committee Meeting Minutes



Due Date: LEPCs must meet at least twice; LEPCs which do NOT have any EHSs in their jurisdiction are required to meet only once, during each calendar year (January 1 through December 31). A quorum is required. LEPCs must provide the Chairman of the KERC, or designee, a copy of ALL meeting minutes within thirty (30) days of the date of the meeting. If the minutes are later changed before approval, a copy of the revised minutes shall be submitted to within thirty (30) days of the approval.

(Committee Name) Meeting Minutes

Date:

Location:

Address:

Call to Order (Time)

Roll Call

Discussions (Major Topics Only)

Motions w/results:

Adjournment (Time)

Optional Form

This is an optional form created to help LEPCs track key events that occur during all LEPC meetings.



"Serving Our Commonwealth"

Optional Form



Local Emergency Planning Committee Meeting Agenda



Due Date: LEPCs must meet at least twice; LEPCs which do NOT have any EHSs in their jurisdiction are required to meet only once, during each calendar year (January 1 through December 31). A quorum is required. LEPCs must provide the Chairman of the KERC, or designee, a copy of ALL meeting minutes within thirty (30) days of the date of the meeting. If the minutes are later changed before approval, a copy of the revised minutes shall be submitted to within thirty (30) days of the approval.

(Committee Name) Meeting Agenda

Date:

Location:

Address:

Call to Order (Time)

Roll Call

Reading and Approval of the Minutes

Reports of Officers

Chair:

Vice Chair:

Coordinator of Information:

Treasurer:

Old Business

- Issues from last committee meeting

New Business

- Topics for discussion
- Issues to be voted on
- Motions to be discussed/drafted for next Meeting

Announcements

- Next Committee Meeting

Adjournment (Time)

This is an optional form created to help LEPCs schedule key events that should occur during all LEPC meetings.



"Serving Our Commonwealth"

LEPC Food Expenditures

The KERC allows food expenditures* at:

- ☐ Two (2) official LEPC meetings per year, and
- ☐ Two (2) exercise/training events per year

*** The per person cost must not exceed the most current state per diem.**





"Serving Our Commonwealth"

1.091 "Public (Legal) Notice Advertisement"

No later than **January 31st** each calendar year (January 1 through December 31) in accordance with KRS Chapter 424 (Legal Notice), the LEPC shall publish public information on committee activities entitled "Public (Legal) Notice Advertisement".

No later than **February 28th** LEPCs must provide the Chairman of the KERC, or designee, with a photocopy of the "Public (Legal) Notice Advertisement" published as described clearly showing the name of the newspaper and the date of publication.



PUBLIC (LEGAL) NOTICE ADVERTISEMENT



Due Date: No later than January 31st each calendar year (January 1 through December 31) in accordance with KRS Chapter 424 (Legal Notice), the local emergency planning committee shall publish public information on committee activities entitled "Public (Legal) Notice Advertisement" on KERC form 107-PLN as set out in Section 7 of 106 KAP 1.091. No later than February 28th Local Emergency Planning Committees must provide the Chairman of the Kentucky Emergency Response Commission, or designee, with a photocopy of the "Public (Legal) Notice Advertisement" published as described clearly showing the name of the newspaper and the date of publication.

PUBLIC (LEGAL) NOTICE ADVERTISEMENT

_____ COUNTY EMERGENCY PLANNING COMMITTEE

Pursuant to Section 324, Title III of the 1986 Federal Superfund Amendments and Reauthorization Act (SARA) of 1986 (PL 99-499), the following information is provided in compliance with the Community Right-to-Know requirements of the SARA Law, and the open meetings and open records provisions of Kentucky Revised Statutes. Members of the public may contact the **(name of county)** County Emergency Planning Committee by writing **(name of chairman)**, Chairman of the **(name of county)** County Emergency Planning Committee, **(working address of chairman or committee)**, **(city)**, Kentucky **(zip code)**, or contacted by telephone at **(area code)**, **(telephone number established by the committee)**. The **(name of county)** County Emergency Planning Committee conducts meetings at **(name of building)**, **(local address)**, or at other locations, in accordance with the Kentucky Open Meetings Law. Members of the public may request to be notified of regular or special meetings as provided in KRS 61.820 and KRS 61.825. Records of the Planning Committee, including the county emergency response plan, material safety data sheets, and inventory forms, or any follow-up emergency notices as may subsequently be issued, are open for inspection, and members of the public who wish to review these records may do so **(normal hours of business)**, **(Eastern or Central Time)**, **(days of the week)**, at **(location of the office or place where custodian keeps the committee files)**, as required by the Kentucky Open Records Law. The local 24-hour telephone number for purposes of emergency notification, as required by SARA, is **(emergency number adopted by county planning committee)**.

KYEM



"Serving Our Commonwealth"

PAGE 10B - TUESDAY, DECEMBER 2, 2014

Classified

DAILY NEWS, BOWLING GREEN, KENTUCKY

510 Help Wanted

Drivers

Daily News Independent Contract Carrier is looking for part-time help.

If interested call Bob at (270) 392.9630

Drivers

The Daily News has an Independent Contract Carrier Driving Route Available.

Approximately 25 miles a day Profit Potential \$1,000/a month.

If interested call (270) 783.3200

Drivers

The Daily News has an Independent Contract Carrier Driving Route Available.

Approximately 43 miles a day Profit Potential \$1,300/a month.

If interested call (270) 783.3200

DAILY NEWS ACCEPTS

510 Help Wanted

LOOK!

General

We are looking for CHEERFUL individuals who love working with seniors!

Resident Assistant 3rd shift Position Available

Bowling Green Retirement Village is celebrating 25 years of service as a premier senior retirement community. We are dedicated to hiring outstanding individuals who share our passion for serving senior adults.

Both our dining/kitchen and resident services teams provide creative and healthy menu planning and administer activities of daily living (ADL) in a courteous and helpful manner.

Persons wishing to be a part of a dedicated team, may apply in person at **445 Middle Bridge Road West, Bowling Green, KY 42104.** No phone calls please.

Equal Employment Opportunity

▲▲▲▲▲▲▲▲

NEED IT?

Run a Daily News Classified

510 Help Wanted

General

AA Rid-All Pest Control

Is looking for Pest Control and Termite Technicians. Must have good communication skills, be self-motivated, a team player with desire to maintain, promote and achieve excellent customer service skills. We offer benefits. Must have a clean driving record.

Please apply in person at 732 State St., BG, KY.

▲▲▲▲▲▲▲▲

Great Job Opportunity!

The Bowling Green Daily News has various routes available in the Bowling Green and Warren County area.

For more information, contact Sherry at 270-783-3274.

DAILY NEWS

IT'S A RUSH

Late in the week! Please Call Early -

510 Help Wanted

Hiring Now for Holidays F/T and P/T

You need to Make Good \$\$\$ Immediately? We Need Good Salespeople Immediately!!

Have Fun Making Money!

We are an established Corp. in biz since 2001, in BG since 2006, doing promotions for The Bowling Green Daily News To qualify, applicants must be self-motivated, willing to work hard, have proven work history, ability to show up on time and be honest, and be coachable. We offer an Easy Sales System, Unlimited Leads, Fast Money, Quick Training, Fast Paced and Fun Job! Bonuses, Incentives, Advancement for right people!

Weekly Average F/T \$300-\$1000 FOR REAL!

Full-Time and Part Time available. Interviewing This Week!

CALL NOW!! Tim T. 615-525-7001

Must have reliable car, valid license, and 2nd Generation or Newer smart phone.

510 Help Wanted

Drivers

Need Extra Cash?

The Daily News has a part-time delivery driver needed in Warren Co.

Two to Three hours a day seven days a week. Monday-Friday afternoon delivery. Sat. and Sunday morning delivery.

Must have a valid driver license and proof of insurance.

For more information, please contact Sherry at: 270-783-3274

Place Your Ad Like This



'09 Harley Davidson Sportster - \$5800/obo. Call 270-000-0000.

WHEEL DEAL SPECIAL \$39.95

(RUNS EVERY DAY FOR 3 WEEKS) IF NOT SOLD - ADDITIONAL 4TH WEEK FREE! (PHOTO INCLUDED, UP TO 6 LINES OF COPY)

510 Help Wanted

Drivers

The Daily News Has a Motor Route available in the following area:

*Hwy. 185
*Penns Chapel
*Girkin Boiling Springs Rd.
*William Simmons

If interested, please contact Sherry at: 270-783-3274

Twin Lakes Regional Medical Center

Is accepting applications for the following position:

General Ultrasound Tech

*RDMS required
*Vascular experience a plus
*Call rotation required

To Apply: Download Application from our website www.tirmccom Email: hr@tirmccom Mail: Human Resources 910 Wallace Ave Leitchfield, Ky. 42754

Phone 270-259-1625 - Fax 270-259-9524

TRANSPORTATION

610 Autos

'09 Chevy Impala, 6 Cylinder, automatic, 3.5L, V6, 60,750 miles Garage kept \$9,800. Call (270)597-3946 or (270)535-8295

'02 Mercury sable LS, V6, \$3000. 213,280 miles very good condition. Call 270-320-6000.

Place Your Ad Like This

Multi-Family Yard Sale
Address Here
Thur-Sat., 7am-4:30pm
Furniture, household items, clothes and much more!

YARD SALE PALOOZA

2 DAYS - PAID - 2 DAYS - FREE
7 TOTAL LINES W/3 BOLD
\$28.28
CALL 270-783-3232

OR COME BY **DAILY NEWS**

'97 Thunderbird for sale. Good basic transportation. Strong 4.6L, V-8. Well maintained. \$1,100 obo.

610 Autos

For Sale '96 Geo Tracker

\$1000. Call 270-935-8131



1976 L48 Corvette 4 speed, 350 V-8, Red, 80,800 miles chrome wheels, Hooder tires Bowling Green, \$9,400. Call 270-535-9522.

Price Reduced

'09 Honda Civic with 42,000 miles. Clean title, great saver. Only \$10,999. Auto Sales. Please contact (270)779-0008/779-8200

625 Motorcycles

The Hammerhead SS 600 All Terrain Buggy. All wheel drive, hi/low transmission, digital speedometer, aluminum performance exhaust, dual headlights, horn, fenders, canopy top, 12 volt out, trailer hitch. Used very little. Very few miles \$3500. Call and leave message 270-781-4367 or text 270-333-2112.

NOTICES

705 Legals

NOTICE

Louisville Road Mini Storage dba Bowling Green Self Storage will sell contents of Storage Unit 110B, 118, 122B, 24352, 417, 540, 544, 606, 708, 815, 815/840.

705 Legals

NOTICE:

Reauthorization Act (Sara) of 1986 (PL 99-499), the following information is provided in compliance with the community Right-To-Know requirements of the Sara Law and the open meetings and open records provisions of Kentucky Revises Statutes. Members of the public may contact the Bowling Green/Warren County Emergency Planning Committee by writing Todd Barnard Chairman of Bowling Green / Warren County Emergency Planning Committee, PO Box 1398, Bowling Green, KY 42102-1398 or by telephone at 270-846-2488. The Bowling Green/Warren County Emergency Planning Committee conducts meeting at Warren County Emergency Management Office, 429 1/2 East 10th Street, Suite B or at the locations in accordance with the Kentucky Open Meetings Law. Members of the public may request to be notified of regular or special meetings as provided in KRS 61.820 and KRS 61.825 Records of the Planning Committee including the county emergency notices as may subsequently be issued, are open for inspection, and members of the public who wish to review these records may do so 8am-4pm central standard time, Monday-Friday, at the LEPC office 429 1/2 East 10th Street, Suite B, Bowling Green, KY as required by Kentucky Open Records Law.

The Local 24-Hour telephone number for purposes of emergency notification, as required by Sara, is 270-393-4000.



"Serving Our Commonwealth"

1.091 Annual Certification Letter (ACL)

No later than **April 1** each year, the LEPC shall review EHS Facility Emergency Response plans and send an Annual Certification Letter (ACL) to the KYEM AM stating that:

- ☐ There were no changes and therefore the plan is correct as is; or
- ☐ The plan has been revised and the revisions are included with the ACL.



"Serving Our Commonwealth"



LEPC Annual Certification Letter (ACL)



Due Date: No later than April 1st each year, the LEPC shall review all EHS Facility Emergency Response plans and submit an Annual Certification Letter (ACL) to the KYEM AM stating that there were no changes and therefore the plan is correct as is; or the plan has been revised and the revisions are included with the ACL.

County: _____

KYEM Region: _____

Our Local Emergency Planning Committee (LEPC) has reviewed all existing EHS Facility Emergency Response Plans (TAB Q-7's). Based on this review, which includes information that was received from covered facilities by March 1, for the previous calendar year, the LEPC has created new and/or finds changes (have or have not) occurred to the content of these EHS Facility Emergency Response Plans since last submitting an ACL. Enclosed with this ACL are the new or revised EHS Facility Emergency Response Plans, with their required EHS Facility Plan Checklists.

The following is a complete listing of all EHS Facility Plans that have been reviewed by the LEPC as of April 1 and a designation of their current status:

		SEE INSTRUCTIONS	Y/N/NA	Y/N/NA	mm/dd/yyyy
Plan Number	Facility Name	Status	Share Point	Check List	KERC Approval Date
051-001	Windstream Columbia				
051-002	Bluegrass Cellular: 556 C. Long Road				
051-003	Bluegrass Cellular: 7880 Edmonton Rd				
051-004	Southern States Adair Branch				
051-005	Warner Fertilizer Co, Inc.				

5 Total number of current Ehs Facility Plans in my County.

LEPC's must submit with their ACL a complete plan, highlighting revisions, along with a EHS Facility Plan Checklist for all plans with status listed as: "New" or "Technical Change".

LEPC's must submit a complete plan along with a Ehs Facility Plan Checklist for all plans with status listed as "Under Development" within 60 days of notification that the facility has an EHS in excess of the TPQ.

Certification: I, the undersigned, certify to the Kentucky Emergency Response Commission (KERC) that all the information is true and accurate.

Typed name above
 Chair
 Local Emergency Planning Committee

Signature

Date: _____



"Serving Our Commonwealth"

Eight (8) Approved ACL Plan Status Definitions

NEW – *

TECHNICAL CHANGE – *

UNDER DEVELOPMENT – **

ADMINISTRATIVE CHANGE –

NO CHANGE –

DELETED –

RESERVED FOR FUTURE USE –

NO EHS –

***Require submission to the KERC for approval**

**** Require submission for approval w/in 60 days**



"Serving Our Commonwealth"

Administrative vs. Technical

Administrative changes:

do not materially affect response operations e.g.,

- ☐ Facility name change
- ☐ Phone number change
- ☐ Personnel changes

Technical changes * :

materially affect response operations e.g.,

- ☐ the type of EHS chemical
- ☐ the quantity of EHS chemical
- ☐ Change in the radius of the VZ

***Require submission to the KERC for approval**



"Serving Our Commonwealth"

New vs. Under Development

* NEW –

- ☐ Complete
- ☐ Has been reviewed and approved by the LEPC
- ☐ Has NOT been reviewed or approved by a KYEM AM or the KERC.

*Require submission to the KERC for approval

** Require submission for approval w/in 60 days

** UNDER DEVELOPMENT –

- ☐ Complete -or- Not complete
- ☐ Has NOT been reviewed and approved by the LEPC
- ☐ Has NOT been reviewed or approved by KYEM AM or KERC.
- ☐ 106 KAR 1:091 requires LEPCs submit EHS Facility Plans to the KYEM AM within sixty (60) days of notification that the facility has an EHS.



"Serving Our Commonwealth"

1.091 Grant Application

No later than **April 1st** the LEPC shall submit Grant Application to the KYEM AM

KYEM



"Serving Our Commonwealth"



LEPC Grant Application



For Grant Period 9/1/____ to 8/31/____

Due Dates: LEPCs to KYEM AM – April 1st
KYEM AM to State – May 1st
Final Award – Sept. 15th

Received by: KYEM AM _____ State _____

Attachments: No later than April 1st the local emergency planning committee shall provide the Chairman of the Kentucky Emergency Response Commission or designee, documentation of expenditures, including but not limited to, bank statements, canceled checks, invoices, and receipts, and a LEPC Bank Ledger (KERC Form 105-GL) for the preceding year.

COUNTY _____

KYEM Region _____

Number of KERC Approved EHS Facility Emergency Response Plans (TAB Q-7) in the planning district: _____

Grant Recipient

Electronic Funds Transfers (EFTs) are payable to the Local Emergency Planning Committee (LEPC). The LEPC Chairperson, or Authorized Applicant, is authorized to apply for and manage the grant.

Local Emergency Planning Committee (LEPC) bylaws must identify the position or person who will be responsible for accountability for the funds and who will be listed as the authorized applicant as shown on KERC Form: 101-GA.

LEPC Chairman: _____ Authorized Applicant: _____

Street Address: _____ Street Address: _____

City and Zip: _____ City and Zip: _____

Daytime Phone: _____ Daytime Phone: _____

The LEPC Chairperson shall provide the Name and Address of the bank where the EFT shall be deposited.

Bank Name: _____

Street Address: _____

City and Zip: _____

LEPCs shall submit the grant application, KERC form 101-GA, to their State Division of Emergency Management Area Manager. All required documentation shall accompany the form. Incomplete grant applications may delay processing and may result in invalidating the request.

State agencies shall submit the grant application, to the Chairman of the Kentucky Emergency Response Commission, or designee. All required documentation shall accompany the form. Incomplete grant applications may delay processing and may result in invalidating the request.

Certification

I, the undersigned, certify to the Kentucky Emergency Response Commission (KERC) that all the information is true and accurate. I further represent that the money received under this grant program will be used for the administration, development, and implementation of the Kentucky Emergency Planning and Community Right-to-Know program, known as SARA Title III, within guidelines mandated by PL 99-499/Title III, KRS Chapter 39E, and subsequent regulations.

Name _____

Title _____

Date _____

6/19/2015 11:36 AM

Page | 1

KERC Form: 101-GA



"Serving Our Commonwealth"

1.091 Documentation of Expenditures

No later than **April 1st** the LEPC shall provide the Chairman of the KERC or designee, documentation of expenditures, including but not limited to, bank statements, canceled checks, invoices, receipts, and a LEPC Bank Ledger for the preceding year.



Due Date: No later than April 1st the local emergency planning committee shall provide the Chairman of the Kentucky Emergency Response Commission or designee, documentation of expenditures, including but not limited to, bank statements, canceled checks, invoices, receipts, and a LEPC Grant Ledger (KERC Form 105-GL) for the preceding year.

[illegible]

6/19/2015 11:46 AM



"Serving Our Commonwealth"

1.091 Detailed Budget

No later than **June 1st** LEPCs shall submit a detailed budget, to the Chairman of the KERC or designee, identifying how the funds requested on the Grant Application are to be spent.

KYEM



"Serving Our Commonwealth"



Detailed Budget

For Grant Period 9/1/____ to 8/31/____



Due Date: No later than June 1st all applicant agencies shall submit a detailed budget, KERC Form 102-DB, to the Chairman of the Kentucky Emergency Response Commission or designee, identifying how the funds requested on the Grant Application, KERC Form 101-GA, are to be spent.

Ineligible Items: Emergency Response Equipment
Reimbursement for Emergency Response Training
Reimbursement for Spill Containment, Clean-up, or Disposal

COUNTY: _____

KYEM Region: _____

Budget Categories	Grant Funds Requested	Carry-Over Grant Funds	Planned Grant Percentage (%)	Grant Award State Use Only
Right-to-Know: includes publishing required Right-to-Know notices or other Right-to-Know materials.				
Data Management: includes expenses associated with records and data management for facility emergency planning notification.				
Telephone: includes 24-hour warning point for releases and cost of telephone, fax, and Internet for LEPCs.				
Services: includes contracts to support KRS 39E. Must comply with all state laws and regulations.				
Office Supplies: includes postage, printing, copying, paper, pens, or other office supplies necessary to support the LEPC office.				
Furniture: includes file cabinets, desks, chairs, or other office furniture for the LEPC office.				
Commission Approved Training: includes travel, per diem, and fees to attend or hire trainers for KERC approved training necessary to implement SARA Title III.				
Total	\$	\$	%	\$

All required documentation shall accompany the form. Incomplete forms may delay processing and may result in invalidating the request.

Certification I, the undersigned, certify to the Kentucky Emergency Response Commission (KERC) that all the information is true and accurate. I further represent that the money received under this grant program will be used for the administration, development, and implementation of the Kentucky Emergency Planning and Community Right-to-Know program, known as SARA Title III, within guidelines mandated by PL 99-499/Title III, KRS Chapter 39E, and subsequent regulations.

Name

Title

Date



"Serving Our Commonwealth"



1.091 Membership List and Cover Page

No later than **December 1st** each year, the LEPC shall submit an updated membership list and cover page to the Chairman of the KERC, or designee.



"Serving Our Commonwealth"



LEPC Membership Cover Page For Grant Period 9/1/____ to 8/31/____



Due Date: No later than December 1 each year, the local emergency planning committee shall submit an updated membership list and cover page (KERC Form 104-MCP) to the Chairman of the Kentucky Emergency Response Commission, or designee.

COUNTY _____

KYEM Region _____

Total number of LEPC members listed on membership list: _____

1. Our LEPC includes representatives from each of the following groups (KRS 39E.040), check all that apply:

- a. Elected local officials ☐
- b. Law enforcement ☐
- c. Emergency management ☐
- d. Fire service ☐
- e. Medical Services ☐
- f. School Districts ☐
- g. Local environmental ☐
- h. Transportation ☐
- i. Broadcast and print media ☐
- j. Community groups ☐
- k. Owners and operators of facilities
subject to this chapter ☐

2. LEPC members shall be appointed by the KERC and shall be considered as agents of the state for all purposes, including purposes of liability protection (KRS 39E.100).
3. LEPC's must appoint a committee chairman, from among its members, for a term of two (2) years.
LEPC's may establish attendance standards for continued membership and shall advise the commission of any additions or deletions from the membership that are desired (KRS 39E.110)
4. No later than December 1st annually, LEPC's shall submit an updated membership list to the KERC (106 KAR 1:091).

Certification

I, the undersigned, certify to the Kentucky Emergency Response Commission (KERC) that all the information is true and accurate.

Name

Title

Date



"Serving Our Commonwealth"

1.091 Bylaws

No later than **December 1st** each year, the bylaws of each LEPC must be provided to the Chairman of the KERC, or designee, with certification stating:

- ☐ There were no changes and therefore the bylaws are identical to last year; or
- ☐ The bylaws have been revised and the revisions are included.

*The bylaws shall identify the position or person who will be responsible for accountability for the funds and who will be listed as the authorized applicant as shown on the grant application.



Local Emergency Planning Committee Bylaws



Due Date: No later than December 1 each year, the bylaws of each LEPC must be provided to the Chairman of the KERC, or designee, with certification stating that there were no changes and therefore the bylaws are identical to last year; or the bylaws have been revised and the revisions are included. The bylaws shall identify the position or person who will be responsible for accountability for the funds and who will be listed as the authorized applicant as shown on the grant application (LEPC Form 101-GA). Items in **BOLD** are required by law.

1. Adoption History
 - a. Originally Drafted:
 - b. Initially Adopted:
 - c. Updated:
 - d. Ratification Provision
2. Article I NAME
3. Article II MISSION
4. Article III PURPOSES
5. Article IV MEMBERSHIP
 - a. LEPC Member Expectations
 - b. LEPC Member Communications
 - c. Meeting Attendance
6. Article V OFFICERS and DUTIES
 - a. Named: **Chair**
 - i. Duties of the LEPC Chair
 - b. Named: Vice-chair
 - i. Duties of the LEPC Vice-chair
 - c. Named: **Coordinator of Information (Col)**
 - i. Duties of the LEPC Col.
7. Article VI MEETINGS
 - a. Open Meetings
 - b. **Yearly Meeting Schedule**
 - c. Meeting Times
 - d. Cancellation of a Meeting
 - e. Special Meetings
 - f. Quorum
 - g. Agenda
 - i. Non-Member Agenda Requests
 - h. Notice of Meeting
 - i. Rules of Order
 - j. Minutes of Meetings
 - k. **Public Comments**
 - i. **LEPC Responses**
8. Article VII VOTING
 - a. Resolutions and Motions
9. Article VIII DUTIES OF THE LEPC
 - a. **Development of Plans**
 - i. **Plan Review**
 - b. Plan Exercise Requirements
 - c. Training Requirements
 - d. **HAZMAT Spill 24-hour Warning Point**
 - e. Adopt Policies
 - f. Work Plan
10. Article IX COMMITTEES
 - a. Standing Committees
 - b. Special Committees
 - c. Committee Membership
 - d. Duties of Committee
11. Article XII PUBLIC COMMUNICATIONS
 - a. **Notification of LEPC Activities**
 - b. **Facility Tier2 Submission**
12. Article XIII PUBLIC AVAILABILITY
 - a. Repository of Documents
 - b. Availability of Documents to the Public
 - i. **Receiving & Processing Requests**
 - ii. **Emergency Plan Distribution**
 - c. LEPC Records
 - d. Appendix - Contact Information
 - i. Web Pages
 - ii. Official Address
 1. Hours of Operation
 - iii. Email
 - iv. Office Phone

Optional Form

This is an optional form created to help LEPCs identify key roles and responsibilities of LEPC members.



"Serving Our Commonwealth"

1.091 Personal Property Inventory Maintenance

No later than **December 1st** LEPCs shall submit to the Chairman of the KERC or designee, a Personal Property Inventory identifying all property items purchased using KERC Grant funds and valued in excess of \$500.00.





"Serving Our Commonwealth"

Unit 3: Fundamentals Review

- ☐ What KRS requirements must LEPCs meet to be eligible for financial assistance.
- ☐ What are the planning and plan status requirements LEPCs must meet to be eligible for financial assistance.
- ☐ What are the LEPC meeting requirements, including record keeping
- ☐ What are the documents and deadlines for submission for all grant eligibility requirements?



"Serving Our Commonwealth"

Unit 3: Review Answers

- ☐ LEPCs must meet all requirements in KRS 39E.110
- ☐ LEPCs must have a Plan for any facility with an EHS Chemical above TPQ
- ☐ LEPC must meet twice per year, once if they don't have any EHS facilities in their planning district and they must submit meeting minutes to KERC within 30 days.
- ☐ LEPCs must have a plan for any facility with an EHS above TPQ.
 - ☐ Any EHS plan with a status of NEW or Technical Change must be submitted to the KERC for approval.
 - ☐ Any EHS plan with a status of Under Development must be completed and submitted for approval w/in 60 days.
- ☐ LEPCs must meet the following deadlines:
 - Publish "PUBLIC (LEGAL) NOTICE ADVERTISEMENT" in a local newspaper by January 31st
 - Submit photocopy of "Public (Legal) Notice Advertisement" to KERC by February 28th
 - Submit ACL to the KYEM AM by April 1st
 - Submit Grant Application to the KYEM AM by April 1st
 - Submit documentation of all LEPC expenditures for the previous year to the KERC by April 1st
 - Submit a detailed budget identifying how the funds requested on the Grant Application are to be spent by June 1st
 - Submit an updated membership list and cover page to the KERC by December 1st
 - Submit bylaws to the KERC December 1st
 - Submit Personal Property Inventory Maintenance form to the KERC by December 1st



"Serving Our Commonwealth"

Unit 4: The Grant Process & Documentation Submission





"Serving Our Commonwealth"

KERC Review Procedures

KERC Grant Review procedures

The KERC shall annually update, publish, and promulgate all grant requirements and KERC forms in the "LEPC Grant Applications" guidance manual.

No later than **September 15th** the Kentucky Emergency Response Commission shall make the grant awards.



"Serving Our Commonwealth"

Request for Modifications

A modification of a grant award is required if there is a change in the grant request or if a LEPC is unable to expend the funds for the purpose for which the grant was awarded. A request for modification shall be submitted by the LEPC for approval by the commission.

Requests for modifications of grant awards shall be submitted on a Detailed Budget and, except for due dates, shall be processed in accordance with Sections 2 and 3 of 106 KAR 1.091.

Modifications may be submitted throughout the grant period.



"Serving Our Commonwealth"

Supplemental Grants

In the event supplemental money is available, the KERC will inform the LEPCs.

Requests for supplemental money shall be submitted on a Grant Application and Detailed Budget



"Serving Our Commonwealth"

Funding Accountability

- ☐ Funds provided by the KERC shall be deposited in a separate "(Name of County) Emergency Planning Committee Fee Account".
- ☐ Funds shall be subject to audit by the KERC and the state auditor of public accounts.
- ☐ Unexpended monies shall be returned to the KERC fee account fund.



"Serving Our Commonwealth"

State Tax Exempt

All LEPCs are
State Tax Exempt
ST-037-209



"Serving Our Commonwealth"

KERC/LEPC Documents Library

ALL forms and manuals are posted at the following:

KYEM Website – KERC, LEPC, & SARA Title III webpages

KYEM External SharePoint - KYEM Forms



"Serving Our Commonwealth"

SharePoint Posting & Notification

- 1) LEPC representative uploads documentation to County SharePoint Folder
- 2) LEPC representative emails KYEM AM and LEPC Program coordinator

Email must include specifically:

- a) which document was uploaded (xxxx)
- b) where document is located (xxxx)



“Serving Our Commonwealth”

Form SAS63
Rev 07/10/06

Commonwealth of Kentucky
Finance and Administration Cabinet

Dept# _____

AUTHORIZATION FOR ELECTRONIC DEPOSIT OF VENDOR PAYMENT

1. Enter the following vendor information:

Vendor Information			
FEIN/Emp ID#	_____		
Vendor Name	_____		
TIN Name	_____		
Street	_____		
City	State	Zip	
Phone	_____		
Contact	_____		

2. Complete Section A for new enrollments or for financial institution or account changes. NOTE: For new enrollments, this form is not required if the vendor has been previously enrolled by another state agency under the same account.

3. Complete Section B to cancel the electronic deposit authorization.

Section A: Enrollment or Change Authorization

Select One: ☒ New Enrollment ☐ Financial Institution or Account Change

Financial Institution Information			
Bank Name	_____		
Branch <small>or correspondent bank (if applicable)</small>	_____		
City	State	Zip	
Transit/ABA#	_____		
Account #:	_____		
Account Type (select one) <input type="checkbox"/> Checking Account <input type="checkbox"/> Savings Account			

I, the undersigned, authorize the Commonwealth of Kentucky to initiate accounting transactions to deposit payments directly to the account indicated above and to correct any errors which may occur from the transactions. I also authorize the Financial Institution to post these transactions to that account. This authorization is to remain in force until the Commonwealth of Kentucky received written notice or cancellation from me.

Signature _____ Date _____

Name Printed _____ Job Title _____

Section B: Cancellation

I, the undersigned, hereby cancel the authorization for the Commonwealth of Kentucky to originate electronic deposit entries into my checking/savings account. This cancellation is effective as soon as the State of Kentucky has reasonable opportunity to act upon it.

Signature _____ Date _____

Name Printed _____ Job Title _____

EFT Deposit

Electronic Deposit SAS-63



"Serving Our Commonwealth"

Contract



- ☐ KYEM AMs who will deliver contracts to eligible LEPCs.
- ☐ LEPCs must sign and return originals to KYEM AM.
- ☐ ***LEPC must sign using BLUE INK ONLY and provide the original to the KYEM AM***
 - Page 1- county LEPC name and address.
 - Page 2- fill out the part under 2nd party
 - Page 9- check & initial "the contractor has not violated"



"Serving Our Commonwealth"

Unit 4: Fundamentals Review

- ☐ When does the KERC make grant award payments?
- ☐ When is a grant modification required?
- ☐ What are the banking requirements for grant funds?



"Serving Our Commonwealth"

Unit 4: Review Answers

106 KAR 1:091:

- ☐ Identifies September 15th as the deadline for the KERC to make grant award payments.
- ☐ Requires a modification if there is a change in the grant request or if a LEPC is unable to expend the funds for the purpose for which the grant was awarded.
- ☐ Requires that funds provided by the KERC be deposited in a separate "(Name of County) Emergency Planning Committee Fee Account"



“Serving Our Commonwealth”

Unit 5: Additional Funding





"Serving Our Commonwealth"

HMEP Grant

FUNDING SOURCE

The HMEP grant is funded through the Federal Department of Transportation (DOT) and distributed through the Pipeline and Hazardous Materials Safety Administration (PHMSA).

Grant period runs from
October 1 – September 30 annually.

**The grant is an 80% federal with
20% local match.**





"Serving Our Commonwealth"

HMEP Training

KYEM works with a variety of hazardous materials training partners to provide first responders and LEPC members with training on hazardous materials and emergency response.

The HMEP Grant works to fund the following trainings:

- Awareness/ERG Book
- HazMat Operations level
- HazMat Technician level
- Crude Oil Training
- AND MANY MORE...



HMEP Planning & Exercise

The LEPC can use HMEP funds to:

- Perform tabletop exercises, full scale exercises.
- Perform a Commodity Flow Survey (CFS) if determined necessary.
- Use the planning funds for development, improvement, and public awareness campaigns for their committee.



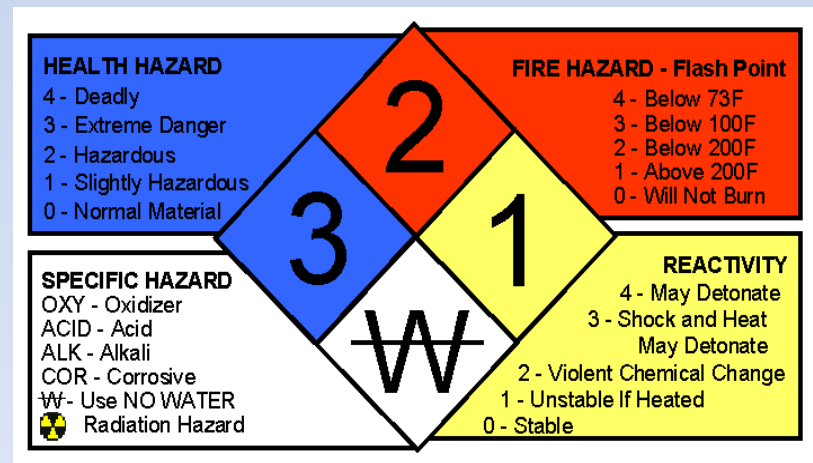


"Serving Our Commonwealth"

2012 HMEP Grant Totals

2014 HMEP Grant total expended for Planning, Preparedness and Pre-Planning was \$74,070

2014 HMEP Grant total expended for Hazardous Materials First Responder Training was \$186,135





"Serving Our Commonwealth"

HMEP Grant Timeline

January 1st

Applications are distributed to LEPCs for project proposals.

March 31

Deadline for project proposals to be submitted to KYEM.

April 3rd

Projects will be selected for inclusion in PHMSA for the Federal Grant.

May 1st

Deadline for KYEM to submit to PHMSA for approval.



September 1st

Deadline for completion of the sub-grantee projects and submission to KYEM for reimbursement of funds.

October 1st

Sub-grantees will be notified approval and can begin work immediately. The sub-grantee has until September 1st the following year to perform and complete project.



"Serving Our Commonwealth"

Appendix Items List

- ☐ Acronym List, KERC and LEPC, August 2015
- ☐ KERC / LEPC Events Calendar



"Serving Our Commonwealth"



Appendix B: The Annual LEPC Calendar



~ January 2016 ~



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1) Tier2 Reporting Period Opens, Facilities must submit to SERC, LEPC, & FD no later than March 1 st 2) No later than <u>January 31</u> publish public information on committee activities entitled "Public (Legal) Notice Advertisement".					1 	2
3	4	5	6	7	8	9
10	11	12	13 	14	15	16
17	18 	19	20	21	22	23
24	25	26	27	28	29	30
	Notes: LEPCs must meet at least twice per year (once if no EHSs in district)					



~ February 2016 ~



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28 Submit photocopy of published "Public Notice"	29	1) No later than <u>February 28</u> submit to the KERC a photocopy of the "Public (Legal) Notice Advertisement" published, clearly showing the name and date of the newspaper.				



~ March 2016 ~



Sun	Mon	Tue	Wed	Thu	Fri	Sat
Facilities must submit by <u>March 1</u>: 1) Tier2 Reports 2) Facility Annual Certification Letter (FACL)		1 	2	3	4	5
6	7	8	9	10	11	12
13 	14	15	16 	17	18	19
20	21	22	23	24	25 FRIDAY FRIDAY FRIDAY FRIDAY	26
27	28	29	30	31	Notes - FACL must state: 1) there were no changes to EHS Plan; or 2) EHS Plan has been revised and the revisions are included with the FACL	



~ April 2016 ~



Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes: No later than April 1st: 1) Review EHS Facility plans and send an ACL to the KYEM AM stating: a. that there were no changes; or b. plan has been revised and the revisions are included with the ACL 2) Submit Grant Application to the KYEM AM 3) Submit documentation of expenditures, including LEPC Bank Ledger					1 Submit: ACL and EHS Plans, Grant App, & Expenditures	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



~ June 2016 ~




Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes: No later than <u>June 1</u> submit detailed budget to the KERC or designee, identifying how the funds requested on the Grant Application are to be spent.			1 Submit Detailed Budget	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	Notes:	



~ September 2016 ~





Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes: No later than <u>September 15</u> the KERC will make the grant awards.				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15 KERC makes Grant Award Payments	16	17
18	19	20	21 	22	23	24
25	26	27	28	29	30	Notes:



~ December 2016 ~



Sun	Mon	Tue	Wed	Thu	Fri	Sat
No later than <u>December 1</u> submit to the KERC: 1) Updated membership list and cover page 2) Bylaws, with certification stating: a. There were no changes; or b. They have been revised and the revisions are included 3) Personal Property Inventory for all items valued > \$500.00				1 Submit: Member list w/ cover page, Bylaws, Property Inventory	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24 
25 	26	27	28	29	30	31 



"Serving Our Commonwealth"

Questions?





“Serving Our Commonwealth”

Noteworthy Resources

Kentucky Emergency Management

<http://kyem.ky.gov/Who%20We%20Are/Pages/KERC.aspx>

<http://kyem.ky.gov/Who%20We%20Are/Pages/LEPC.aspx>

<http://kyem.ky.gov/programs/Pages/SARATitleIII.aspx>

The following and other relevant items can be found in at least one of the Document Libraries found on the above websites:

- EPCRA: (SARA-TITLE-III)
- KRS 39E
- 106 KAR 1.081 – 1.131
- County Title III Plan Checklist
- Sara Title III Sample Certification Letter
- List of Lists
- EPCRA How to Comply Packet
- Tier2 Reporting Fee Schedule
- Battery Lead-Acid KERC Policy Documents
- Kentucky LEPC's - It Is Your Right To Know
- TAB Q-7 Plan Development Guidance
- Tier2 Retail Gas Station Reporting Rule



"Serving Our Commonwealth"

Noteworthy Websites

National Association of SARA Title III Program Officials

<http://www.nasttpo.com/>

EPA - EPCRA information

<http://www2.epa.gov/epcra>

EPA Risk Management Program

<http://www2.epa.gov/rmp>

CAMEO (Computer Aided Management for Emergency Operations)

<http://www2.epa.gov/cameo>

Department of Homeland Security (DHS)

Chemical Facility Anti-Terrorism Standards (CFATS)

<http://www.dhs.gov/chemical-facility-anti-terrorism-standards>